

CDF Freedom Schools® Administrative Responsibilities Matrix
Adapted from the Kansas City (MO) CDF Freedom Schools Initiative

Task	EX	PD	SC
<i>Maintaining communication with CDF/BCCC through the KC Freedom Schools Office</i>		+	
<i>Recruiting, hiring and firing PD and SC</i>	+		
<i>Recruiting, hiring and firing Interns and other supportive staff</i>		+	
<i>Day-to-day supervision of Site Coordinator</i>		+	
<i>Day-to-day supervision of Project Director</i>	+		
<i>Day-to-day supervision of Interns</i>			+
<i>Day-to-day supervision of supportive staff</i>		<u>+</u>	+
<i>Making arrangements for local training of staff through KS Freedom Schools Office</i>		<u>+</u>	+
<i>Making arrangements for National Training of Staff through KC Freedom Schools Office</i>		+	
<i>Weekly meetings with site coordinators</i>		+	
<i>Weekly meetings with all site specific staff</i>		+	
<i>Daily focus and debriefing meeting with interns</i>			+
<i>Securing appropriate dedicated space for program</i>	<u>+</u>	+	
<i>Management of day-to-day site activities</i>			+
<i>Ordering and distribution of necessary materials and supplies to be used by interns with scholars</i>			+
<i>Design and coordinating of Parent Workshops</i>			+
<i>Insure lines of communication between parents, staff, host, etc. are kept open and effective</i>			+
<i>Oversee recruitment of scholars for participation in program</i>			+
<i>Collect and prepare daily/weekly attendance information for submission to KC Freedom Schools Office</i>		<u>+</u>	+
<i>Oversee Culinary and Custodial staff</i>		+	
<i>Manage interns' implementation of the Freedom Schools Program</i>			+
<i>Order books through KC Freedom Schools Office</i>		+	
<i>Design and deliver local training for interns in coordination with KC Freedom Schools Office</i>			+
<i>Accompany and supervise interns during National Training</i>			+
<i>Serve as public relations spokesperson for site</i>	<u>+</u>	+	
<i>Manage budget for site</i>		+	
<i>Prepare appropriate budget and reports for submission to KS Freedom Schools Office</i>	<u>+</u>	+	
<i>Develop calendar of events for site</i>		<u>+</u>	+
<i>Organize field trips, special events for site</i>		<u>+</u>	+
<i>Inventory books, materials and enrollment records</i>		<u>+</u>	+
<i>Maintain attendance and enrollment records</i>			+
<i>Schedule guest readers for Harambee</i>			+
<i>Organize Finale</i>			+